

## City of Tualatin Fee Schedule

Fees Effective July 1, 2023

General Administrative Fees	
Agenda Packet	same as photocopy rate
Ordinances or Portions Thereof	same as photocopy rate
Photocopies:	
Per page/side (up to 8.5"x14")	0.32
Per page/side (11"x17")	0.63
Color - per page/side (up to 8.5"x14")	1.15
Color - per page/side (11"x17")	1.65
Certified Copies - per document	\$5.50 plus postage
Copies of Audio CDs	22.00 including CD
Copies of Video CDs	22.00 including CD
Copies of Photographs on CD	22.00 including CD
Thumb Drive (2 GB)	11.00
Storage Retrieval Fee	32.80
Staff Time:	
-Up to 30 minutes	no charge
-Over 30 minutes	employee cost

Development Fees	
Addressing Fees:	
Change of existing address	236.25
Assign single family	59.05 + 7.70 per lot
Multi-Family - less than 50 units	72.20 + 7.70 per unit
Multi-family - 50+ units	72.20 + 4.40 per unit
Non-residential (suite assignment)	72.20 for address + 48.30 per suite
Amendment to Comprehensive Plan Map	2,541.00
Amendment to Comprehensive Plan Text/Landmark Designation/Removal of Landmark Designation	2,541.00
Annexation	1,732.50
Appeal Proceeding to Council	163.80
Appeal Expedited Process to Referee, Deposit per ORS 197.375	367.50
Architectural Review Application, Nonexpedited Process:	
Estimated Project Value:	
Under \$5,000	141.75
\$5,000 - \$24,999.99	666.75
\$25,000 - \$99,999.99	1,207.50
\$100,000 - 499,999.99	1,995.00
\$500,000 and greater	2,924.25
Architectural Review, Minor	115.50
Architectural Review, Single-family Level I (Clear & Objective)	115.50
Architectural Review, Single-family Level II (Discretionary)	887.25
Architectural Review, Accessory Dwelling Unit (ADU)	115.50

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Development Fees (continued)	
Conditional Use Permit	1,732.50
Conditional Use Permit Renewal	1,732.50
Extension Request Reviewed by Staff	246.75
Extension Request Reviewed by Architectural Review Board	1,396.50
Interpretation of Development Code	115.50
Industrial Master Plans	2,210.25
Landmark Alteration/New Construction Review	136.50
Central Urban Renewal Master Plan	2,210.25
Driveway Approach Permit	330.75
Engineering Copies:	
18" x 24"	3.35
24" x 36"	4.40
36" x 48"	5.45
Erosion Control (EC) Fees:	
1. Inspection Fees	
a. Non-Site Development	
1. New construction	475.00
2. Additions, remodels and demolitions disturbing less than 1,000 s.f.	155.00
b. Development Sites without infrastructure or vegetated corridor improvements (EC Only)	475.00 plus 475.00 prorated for each acre over 1/2 acre
c. Subsequent Site Development (Early EC Inspection Fee)	475.00 or 1/2 of the EC only Fee, whichever is greater
d. Site Development Inspection Fee	\$950 plus \$950 for each acre over a half-acre
e. Stormwater Inspection Fee (other than site development)	\$155 per project
f. Line Tap and Lateral Inspection Fee	\$155 per line tap
g. Disconnection Inspection Fee	\$155 per disconnection
h. Re-inspection	85.00/hr with a minimum of 170.00
i. Warranty Period Reinspection Fee for Proprietary Treatment System	\$85/hr with a minimum of \$170 per proprietary catch basin
j. Extended Warranty Inspection Fee	\$155 for each 6-month extension
k. Reconnection Inspection Fee	\$155 per reconnection
l. Special Investigation Fee	\$85/hr; minimum of \$170
m. Inspection Overtime Fee	\$125/hour, minimum of \$250
n. DEQ 1200-C and 1200-CN Erosion Control Permit Fee	DEQ pass-through fee
2. Plan check fee	
a. commercial, industrial, multi-family or large homesites not in an existing subdivision	1400.00
Hydraulic Modeling for Commerical/Industrial Retail and Multi-family units	525.00/bldg
Hydraulic Modeling for New Subdivisions with 50 or more lots	1,575.00
Landmark Demolition Review	152.25
Landmark Relocation Review	68.25
License to Keep Chickens	57.75
Mobile Food Unit Permit	110.25
Partition,* Nonexpedited & Expedited Processes	483.00

**City of Tualatin Fee Schedule**

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Development Fees (continued)	
Partition,* Nonexpedited & Expedited Extension/Modification	162.75
Partition,* Nonexpedited, Appeal Proceeding to Council	162.75
Partition,* Expedited, Appeal to Referee, Deposit per ORS 197.375	357.00
Partition,* Minor Variance included & primary use is a single family dwelling & not in RL or RML	Add 168.00
Partition,* Minor Variance included & primary use is not a single family dwelling & not in RL or RM	Add 252.00
Pre-Application Meeting	252.00
Property Line Adjustment,* primary use is a single family dwelling in RL or RML	84.80
Property Line Adjustment,* Minor Variance included & primary use is a single family dwelling in RL or RML	Add 168.00
Property Line Adjustment,* primary use is not a single family dwelling in RL or RML	367.50
Property Line Adjustment,* Minor Variance included & primary use is not a single family dwelling in RL or RML	Add 169.00
Property Line Adjustment,* Appeal Proceeding to Council	168.00
Public Works Construction Permit Deposit	5% of est. value of work but not less than 500.00
Public Works Construction Code	63.00 + postage
Reinstatement of Nonconforming Use	1,732.50
Request for Council Rehearing	204.75
Sidewalk Permit	168.00
Sign Ordinance	9.45
Sign Code Variance	824.25
Sign Permit:	
New Sign or Structural Change to Existing Sign	231.00
Temporary Sign or Each Face Change to Existing Sign	115.50
Street Name Change	168.00
Street Vacation Application Deposit	396.90
Subdivision,* Nonexpedited and Expedited Processes	3,281.25
Subdivision,* Variance included & primary use is a single family dwelling in RL or RML	Add 330.75
Subdivision,* Variance included & primary use is not a single family dwelling in RL or RML	Add 414.75
Subdivision,* Minor Variance included & primary use is a single family dwelling in RL or RML	Add 168.00
Subdivision,* Minor Variance included & primary use is not a single family dwelling in RL or RML	Add 252.00
Subdivision,* Nonexpedited, Extension/Modification By Council	750.75
Subdivision,* Expedited, Extension/Modification By City Engineer	194.25
Subdivision,* Nonexpedited, Appeal Proceeding to Council	168.00
Subdivision,* Expedited Appeal to Referee, Deposit per ORS 197.375	367.50
Temporary Certificate of Occupancy	110.25
Temporary Uses:	
1 - 3 days	60.40
4 - 180 days	60.40 + 1.60/day
Over 3 days	not to exceed 200.00 total
Transportation Development Tax	Indexed annually per Washington County Code, Section 3.17
Tree Removal Permit, 1 tree	341.25
each additional tree, \$10.00 not to exceed a total of	372.75

**City of Tualatin Fee Schedule**

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Development Fees (continued)	
Variance:	
When primary use is a single family dwelling in RL or RML	351.75
When primary use is not a single family dwelling in RL or RML	1,732.50
Variance, Minor:	
When primary use is a single family dwelling in RL or RML	351.75
When primary use is not a single family dwelling in RL or RML	1,186.50
Water Quality Permit Deposit	5% of est. value of work but not less than 500.00
Zone of Benefit Application Fee	820.60
All Other Development Actions	Cost Recovery

Core Area Parking District	
Core Area Parking District Tax Appeal	152.25

Finance Department	
L.I.D. Assessment Apportionment Fee	120.75
Lien Search Fee (per tax lot)	38.00
Recovery Charge Installment Payment Plan Application Fee	246.75
Returned Checks (per check for processing NSF check)	36.75
Zone of Benefit Recovery Charge Administration Fee	131.25
Social Gaming License	
Application Fee	105.00
Annual Renewal Fee	105.00

Geographic Information System	
Citywide aerial photo, 36" x 42"	42.00
Subdivision street map, 34" x 36"	26.25
Street map, 22" x 22"	15.75
Planning Districts, 34" x 44"	26.25
Planning Districts, 18" x 24"	15.75
Custom Mapping	68.25/hr
Mailing Lists	36.75

Legal Services Department	
Printed copies of the new Municipal or Development Code with tabs	136.50 each + postage
3-post expandable binders with stamping	76.60
3-ring vinyl binders	21.90
Electronic media options for Code of Ordinances (sent via download)	
WORD (DOCX)	168.00 initially then 81.90 per update
Adobe PDF of the code	168.00 initially then 81.90 per update
Adobe PDF of each supplement	168.00 initially then 81.90 per update

## City of Tualatin Fee Schedule

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Municipal Court	
Traffic School and Compliance Program Fees:	
Class A	288.75
Class B	168.00
Class C	131.25
Class D	105.00
Seat Belt Class	73.50
Vehicle Compliance Program	36.75
Collection Fee	25% of ordered amount
License Restatement Fee	73.50
Overdue Payment Letter Fee	10.50
Failure to Appear – Arraignments	42.00
Failure to Appear – Trials	105.00
Payment Plan Fee	50.00

Picnic Shelters					
Area	Time	Class 1 & 2	Class 3	Class 4	
				Resident	Non-Resident
Rustic	4 hours	0.00	16.00	32.00	69.00
Patio	4 hours	0.00	16.00	32.00	69.00
Main-South	4 hours	0.00	16.00	32.00	69.00
Main-North	4 hours	0.00	16.00	32.00	69.00
Main-Full	4 hours	0.00	32.00	63.00	137.00
Trestle	4 hours	0.00	16.00	32.00	69.00
Jurgens Park Large Shelter	4 hours	0.00	16.00	32.00	69.00
Ibach Park West Large Shelter	4 hours	0.00	16.00	32.00	69.00
Alcohol Permit:	Group			27.00	53.00
	Special Events			27.00	105.00

\$10.00 handling fee for cancellations

### Classification of Users

For the purpose of scheduling reservations and determining fees, groups will be classified as shown below:

Class 1: Activities sponsored by the City of Tualatin.

Class 2: Activities co-sponsored by the City of Tualatin.

Class 3: Non-profit organizations and public agencies serving the youth of Tualatin.

Class 4: All other groups, organizations and individuals are categorized by resident or non-resident for the purpose of determining fees.

Sports Fields						
Area	Time	City of Tualatin	Youth Serving Non-Profit	Resident	Non-Resident	Commercial
Sports Fields	1 hour	0.00	0.00	11.00	24.00	53.00
Sports Fields Lights	1 hour	0.00	0.00	11.00	24.00	53.00
Artificial Turf Fields	1 hour	0.00	0.00	21.00	42.00	84.00
Artificial Turf Field Lights	1 hour	0.00	0.00	42.00	42.00	42.00

## City of Tualatin Fee Schedule

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<b>Juanita Pohl Center</b>					
Area	Time	Class 1 & 2	Class 3	Class 4	
				<b>Resident</b>	<b>Non-Resident</b>
East or West Dining Room	1hour	0.00	16.00	32.00	79.00
Full Dining Room	1 hour	0.00	21.00	42.00	100.00
Large Classroom	1 hour	0.00	16.00	27.00	69.00
Small Classroom	1 hour	0.00	6.00	11.00	21.00
Alcohol Permit:	Group			27.00	53.00
	Special Events			53.00	105.00

Reservations must be made for a minimum of two (2) hours. \$10.00 handling fee for cancellations. Late departing groups will be charged \$10.00 for every 5 minutes after the designated rental period ends.

### Classification of Users

For the purpose of scheduling reservations and determining fees, groups will be classified as shown below:

Class 1: Activities sponsored by the City of Tualatin, City of Durham official meetings, and Meals on Wheels People, for official center functions.

Class 2: Activities co-sponsored by the City of Tualatin.

Class 3: Non-profit organizations and public agencies serving the youth and general public of Tualatin. Rosters of organization members and 501c3 information required.

Class 4: All other groups, including religious and political organizations and individuals are categorized by resident/non-resident for the purpose of determining fees.

<b>Cleaning &amp; Security Deposit - Juanita Pohl Community Center</b>	
Meetings - Large Classroom	50.00
Meetings only (no food) in Dining Room	100.00
Dining Room (with food)	285.00

The Parks and Recreation Director will determine the amount of the cleaning/security deposit to be refunded based on the building monitor's report.

<b>Tualatin Library Community Room</b>				
Area	Time	Class 3	Class 4	
			<b>Resident</b>	<b>Non-Resident</b>
Community Room	1 hour	15.00	25.00	50.00

Class 1 & 2 - No Charge

\$10.00 handling fee for cancellations

### Classification of Users

For the purpose of scheduling reservations and determining fees, groups will be given classified as shown below.

Class 1: Activities sponsored by the Tualatin Public Library and/or City of Tualatin

Class 2: Activities co-sponsored by the Tualatin Public Library and/or City of Tualatin

Class 3: Non-profit organizations

Class 4: All other orgs, including religious and political groups, are categorized by resident/nonresident for purpose of determining fees.

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Parks Maintenance	
Street Tree and Installation (Single Family Only)	250.00
Street Tree Removal (excluding Stump Grinding)	395.00
Street Tree Stump Grinding	210.00
New Tree Grates – Full set of 2 halves	420.00
New Tree Grates – Half set	210.00
Tree Grates – Leveling Stone and fastening hardware	26.25
Tree Grates Improvements	183.75

Police	
Copies of Police Reports (no charge to victims):	
1 - 10 pages	11.00
plus each page over 10	0.25
Alarm Permits:	
Initial Application	26.25
Annual Renewal	26.25
1st False Alarm	No charge
2nd False Alarm	No charge
3rd False Alarm	95.00
4th False Alarm	125.00
5th False Alarm	185.00
6 <sup>th</sup> and More False Alarms	250.00 per alarm
10 or more False Alarms	525.00 Civil Infraction
Late payment of renewal (after 60 days)	80.00
Expired, reinstatement fee, once revoked (after 90 days)	105.00
Failure to obtain alarm permit (within 60 days of installation)	80.00
Failure to report changes to alarm permit application within 10 days	26.25
Non-permitted or revoked alarm permit	525.00
Release of Towed (impounded) Vehicles	105.00
Fingerprinting cards	26.25
Each additional card	2.10
Good Conduct Letter	10.50

**City of Tualatin Fee Schedule**

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Utilities in the Right-of-Way	
Annual Rights-of-Way Fee: Electric Natural Gas Communication Any Utility Operator that does not earn Gross Revenues within the City of Tualatin (Based on total Linear Feet of Utility Facilities in the Rights-of-Way): Up to 5,000 5,001 to 10,000 10,001 to 20,000 More than 20,000  * "Gross Revenue" means any and all revenue, of any kind, nature or form, without deduction for expenses, less net uncollectibles, derived from the operation of utility facilities in the City of Tualatin, subject to all applicable limitations in federal or state law.	3.5% of Gross Revenue * 5.0% of Gross Revenue * 5.0% of Gross Revenue *  5,470.50 8,205.75 10,940.00 16,410.00
Rights-of-Way License Application Fee (per TMC 3-6-205)	280.00
Rights-of-Way License Renewal Application Fee (per TMC 3-6-260)	170.00
Rights-of-Way Attachment Fees/Small Cell, DAS, etc. (TMC 3-6-120) Attachment Application Fees: Attachment Application Fee (one-time) Expedited Application Fee (voluntary one-time fee for expedited review; City may take of up to 30 days) Consultant Fee for Processing Application * Fee would be applied in the event the City does not have the capacity to process applications within the legally required timeframe Annual Attachment Fee The Rights-of-Way Attachment Fees do not apply to Utility Operators subject to and paying the Annual Rights-of-Way Fees in TMC 3-6-100	725.00 per attachment 1,270.00 per attachment Actual Cost, plus 25% for administration*  690.00 per attachment, per year
Water, Sewer, Surface Water Management, Road Utility and Parks Utility Fees	Resolution No. 5710-23